

APPROP(Budget)
FY 1965

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27 March 1963

MEMORANDUM FOR: Chief, Cartography Division
Chief, Geography Division
Chief, Map Library Division

SUBJECT: ORR Budget Submittal -- Fiscal Years 1964-1965

1. Information from your division for use in preparation of the FY 1964 Operating Budget and the FY 1965 Preliminary Estimates (Congressional Budget) is required. It is requested that you review FY 1964 requirements (Budget Summaries attached) for any necessary changes or omissions. In order to meet the St/A 5 April 1963 deadline, I must have the information from you not later than Noon, 4 April. Attached is a copy of the memorandum from St/A in which the nature of the desired information is described.

2. There is an indication from the DD/I's office that personnel increases or decreases will be entertained in the Preliminary Estimates for FY 1965. I would encourage each of you to give serious thought to justifiable program increases or decreases -- especially in the object classes of Personnel and Other Contractual Services, so that the FY 1965 budget include provision for handling expanded or reduced requirements for our support and services.

3. In a separate memorandum, you are requested to provide information for the Long-Range Budget Estimate which would cover the period of FY 1966 through FY 1968. Since most of our expenditure falls in the object classes of Personnel and Other Contractual Services, I would suggest that you concentrate attention on these items. The information provided should be in sufficient detail to clearly show the need for the requirement; the source or authority for such a requirement; that existing programs cannot be altered, modified, or eliminated to meet the added requirements; and the effect of a disallowance of the requested change. This information is also due in my office by Noon, 4 April.

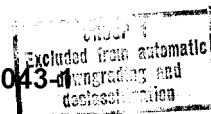
(Signed)


Chief, Geographic Research

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Enclosures:
As stated above

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ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosure